

# Motion to Expunge & Amended Motion to Expunge

Last Updated: October 20, 2005

1. **Log into CM/ECF.**
2. Select **Bankruptcy.**
3. Select **Motions/Applications.**
4. Enter the **Case Number.** Click **Next.**
5. Select **Expunge** from the event list. Click **Next.**
6. Click **Next** to skip the **Joint filing with other attorney(s)** screen.
7. **Select** the party filer. If the party filer is not listed, click Add/Create New Party. Click **Next.**
8. **Browse** to select the Motion to Expunge or Amended Motion to Expunge pdf file. Click **Next.**
9. Click in the box next to “**Refer to existing event(s)?**” to Select the Document(s) which will be Expunged.
10. **Events Category** screen displays:
  - Select the category in which the document you want to expunge was filed.
  - If you are not sure of which category to choose, select all of the categories by clicking and dragging the mouse over all categories.Click **Next.**
11. Select the document that you want expunged by clicking in the box next to the docket text. Click **Next.**
12. If needed, modify the text according to the court’s procedures. Click **Next.**

**NOTE:** When filing an **Amended Motion to Expunge**, click the down arrow and select **Amended.**

13. **Verify** the final docket text before submitting. If correct, Click **Next**.

**CAUTION!!**

- This is the last screen. Clicking **Next** will submit this document to the database.
- If the final docket text is incorrect, click the browser **Back** button to find the screen to be modified.
- To abort or restart the transaction, click the **Bankruptcy** hyperlink on the **CM/ECF** Menu bar.

14. **Notice of Electronic Filing/Receipt** screen displays.

**WARNING:** IF THE NOTICE OF ELECTRONIC FILING SCREEN DOES NOT APPEAR, DO NOT REFILE YOUR DOCUMENT. CALL THE CLERK'S OFFICE.

The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this pleading is now an official court document.